



National Aeronautics and
Space Administration
Goddard Space Flight Center

ANNOUNCEMENT

NO. 04-40

DATE June 7, 2004

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SUBJECT: Space Flight Awareness (SFA) Honoree Event

The SFA Program has endeavored to ensure that those who work in space flight understand the unique role and responsibility they have in ensuring safety, quality and mission success. Over the years, we have seen many ways in which our diverse and talented workforce has made our Nation the world leader in space exploration..

As our employees continue their diligent effort to return our Shuttle fleet to safe flight, we are formalizing plans to pay tribute to a special category of the workforce, "employees dedicated to quality work and flight safety." Through sponsorship of the SFA Program, a special recognition event will be held at the Disney World Coronado Springs Resort, Lake Buena Vista, Florida during the week of August 23, 2004. This activity will publicly recognize 300 award recipients and their guests from across the United States. This special "SFA Honoree Award" will include a dinner held in their honor and a VIP tour of the Kennedy Space Center.

Selection of the civil service/contractor honorees will be made by the Goddard Space Flight Center's SFA Council. To receive consideration for this award, nominations must be received by the Goddard Space Flight Center's SFA Council Chairperson, Esther C. Johnson, Code 114, by close of business **Friday, June 25, 2004**. The criteria and nomination form are enclosed. The nomination form can also be found on the Office of Human Resources Home Page (<http://ohr.gsfc.nasa.gov>). Go to "Forms," and then "Office of Human Resources Forms."

If you have any questions, please contact Esther C. Johnson, at (301) 286-0023, or your directorate's SFA representative.

for W. F. Townsend
A. V. Diaz
Director

2 Enclosures

PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT

TRIBUTION CODES:

- *A (Civil Service) - GSFC Employees
- *B (Civil Service) - GSFC Section Level & Above
- *C (Civil Service) - GSFC Branch Level & Above
- *D (Civil Service) - GSFC Division Level & Above

- **A (Contractor) - Contractor and Other Employees
- **B (Contractor) - Contractor and Other Offices

**Space Flight Awareness
Honoree Event
August 23-27, 2004**

Selection Criteria

EMPLOYEES TO BE CONSIDERED ARE THOSE WHO HAVE SATISFIED AT LEAST ONE OF THE FOLLOWING CRITERIA:

1. SIGNIFICANTLY CONTRIBUTED BEYOND THEIR NORMAL WORK REQUIREMENTS TO THE DEVELOPMENT AND IMPLEMENTATION OF SPACEFLIGHT PROGRAMS WHILE ENSURING QUALITY AND SAFETY.
2. ACCOMPLISHED SINGLE SPECIFIC ACHIEVEMENTS THAT HAVE HAD SIGNIFICANT IMPACT ON ATTAINMENT OF A PARTICULAR SPACEFLIGHT PROGRAM GOAL WHILE ENSURING QUALITY AND SAFETY.
3. CONTRIBUTED TO A MAJOR COST SAVING OR A SERIES OF LESSER COST SAVINGS PERTAINING DIRECTLY TO SPACEFLIGHT PROGRAMS.
4. HAS BEEN INSTRUMENTAL IN DEVELOPING MODIFICATIONS TO RETURN TO FLIGHT MISSION HARDWARE, SOFTWARE, TRAINING, OR MATERIALS THAT INCREASE RELIABILITY, EFFICIENCY, OR PERFORMANCE.
5. ASSISTED IN OPERATIONAL IMPROVEMENTS THAT INCREASE EFFICIENCY OR PERFORMANCE RELATED TO RETURN TO FLIGHT.
6. HAS BEEN KEY PLAYER IN DEVELOPING A BENEFICIAL PROCESS IMPROVEMENT OF SIGNIFICANT MAGNITUDE.
7. SIGNIFICANTLY CONTRIBUTED BEYOND THEIR NORMAL WORK REQUIREMENTS TO THE SAFETY OF OUR ISS EXPEDITION CREWS FROM LAUNCH ON SOYUZ TO TWO-PERSON, ON-ORBIT INCREMENT OPERATIONS TO SOYUZ LANDING.
8. INSTRUMENTAL IN ENSURING THE SAFETY AND MAINTAINABILITY, SUSTAINABILITY AND EFFICIENT USABILITY OF ISS SYSTEMS AND PAYLOADS, BOTH HARDWARE AND SOFTWARE DURING SHUTTLE DOWN TIME.
9. SIGNIFICANTLY CONTRIBUTED TO ESTABLISHING AND MAINTAINING ESSENTIAL ISS RELATIONSHIPS WITH ISS PARTNERSHIPS AND CONTRACTOR TEAM.



Justification For Space Flight Awareness Honorees Goddard Space Flight Center, Greenbelt, Maryland

Name: Ms. Mrs. Mr. Dr.		Job Title		
Company Name or Check () if Government Employee		Department or Division		
Place of Employment	Building or Area	City, State, Zip Code		
Supervisor's Name			Business Phone No.	
Brief Description of Nominee's Duties:				
Home Address	Street	City	State	Zip Code
Home Phone Number (area code)		Business Phone Number (area code)		
Justification (continue on separate sheet if necessary)				
Proposed Citation				
Submitted by/Signature:		Date:	Code or Co.	Business Phone:
Concurrence by/Signature: Civil Service: Director of Contractor: Contract Project Manager		Date:	Code or Co.	Business Phone:

* Concurrence by the Director of or Contract Project Manager indicates support of a selected individual with related expenses.